

INVESTIGATIVE PROCEDURES INVOLVING DISTRICT EMPLOYEE COMPUTERS

1. NOTIFICATION (the specific order of notification is dependent on the initiation, evolution, and nature of the particular case)
 - a. Principal
 - b. AOS
 - c. Tony Muto, Manager in Information Systems
 - d. April Gaydosh, HR Administrator or Brent Burge, HR Administrator
 - e. Police, if a crime has been committed
2. There are two primary directions under which an employee computer investigation will be initiated with reasonable suspicion:
 - a. April/Brent will make a formal request to Tony to investigate computer use and content. Depending on the nature of the incident, this will often be done remotely at first, examining computer usage through district logs and databases. If anything suspicious is found during the preliminary remote investigation, efforts will continue either on-site with the machine/s in question, or by confiscating the machine/s and bringing them to Information Systems for further investigative work.
 - b. If a case is initiated by discoveries made directly by Information Systems' digital monitoring capabilities, Tony will notify April or Brent in HR, supplying an initial brief summary of the concern, prior to initiating a formal investigation. Tony will then await further direction from April/Brent, specifically.
3. Tony will coordinate with the school principal or department director, when, where, and how to collect the employee assigned computer from the school/department.
4. Tony will prepare and forward a copy of the Report of Investigation, including images, if deemed necessary to April/Brent. *For their protection, no other individuals/employees, outside of the investigative process as outlined herein, should view images.*
5. April/Brent will verify with the administrator of the employee in question, that he/she has completed the Crucial Concerns and Policies review, and that a signed copy of the Acceptable Use Policy is available.
6. April/Brent will share the findings with the employee's administrator and associated AOS during a Sanctions Committee Meeting. The committee will discuss employee disciplinary options based on the findings of this investigation.
7. April/Brent and the employee's administrator will meet with the employee to discuss employment options and if necessary, the return of District property, and retrieval of personal items from the school/department.
8. April/Brent will prepare and forward UPPAC Notification of Possible Educator Misconduct.
9. The computers under consideration will be securely stored in HR until the matter is resolved.